

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 24 February 1987

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

(1) CONIF input 197 contracts and 103 amendments during this past week. This was a significant increase in the number of documents being inputted into the CONIF system over previous weeks. Much of the increase came from the General Procurement Team. CONIF personnel also had to adjust for the transfer of [redacted] during this period.

(2) A study of the impact of adding new procurement team alpha codes to the CONIF system was completed, and it appears that there will not be an adverse effect when implementing the new alpha codes.

(3) CONIF experienced a problem with the system interface between GAS and CONIF. A problem with the system from 13 February resulted in a backout procedure being activated on 17 February. The backout and resending of commitment data from GAS resulted in problems for CONIF and the implementation of manual fixes to approximately 250 commitment records in CONIF.

b. Training:

Three personnel from Procurement Management Staff (OL/PMS) gave briefings to the Logistics Support Program at the [redacted] on 18 February.

c. Briefings:

[Large redacted box]

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SUBJECT: OL/PMS Weekly Report for the Period Ending 24 February 1987

d. Meetings:

[] met with Norman Vinson, Competition Advocate for the Department of Energy (DOE), to discuss DOE's acquisition planning and procurement process. The meeting took place on 24 February. STAT

3. Upcoming Events:

None of a significant nature

4. Management Activities and Concerns:

None of a significant nature

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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 25 FEBRUARY 1987

1. Status of Tasks Assigned by Senior Management:

a. On 19 February, manpower and a carryall were provided at DCI Admin's request to assist in moving Mr. Casey's personal effects to his residence in McLean. []
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b. Architectural Design Branch, FMD, and Interior Design Staff have been tasked by the Office of Deputy Director for Operations and Office of Deputy Director for Administration to apply a design effort to upgrade the appearance of the ODDO and ODDA conference rooms. In an initial meeting, the ODDO and ODDA requested new lighting and ceiling systems, wallpaper, carpet, and the reupholstering of existing furniture. A preliminary design and cost estimate will be made and presented to the ODDO and ODDA for their approval before design drawings are completed. []

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2. Major Events that Have Occurred During the Preceding Week:

a. A five member Government team visited Ogden Allied Maintenance Headquarters in New York City on 19 and 20 February. The primary reason for the trip was the quarterly award fee presentation to Ogden Allied by the Government. In addition there were discussions on budget, recruiting, operation and maintenance and other related matters. []
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b. The Executive Dining Room, with the help of all Facilities Management Division, in particular the Building Services Branch and the Front Office, participated in serving 700 Agency employees and guests at a reception held in the Main Lobby of the Headquarters Building. The reception was for the 25th anniversary of the DDS&T. []

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Five chartered buses transported 46 passengers from outlying buildings for the Anniversary activity. The Passenger Vehicle Section of the Motor Pool transported approximately 100 employees from the West parking lot to the Auditorium.
[]

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In addition, the Maintenance Branch/Operations and Allied also supported the DDS&T Family Visitation on Saturday, 21 February which had over 400 attendees. []

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c. A drop in the domestic water pressure serving the Headquarters Compound was encountered around 2330 hours on 20 February by Allied. This problem was due to the Falls Church Water Booster Station losing an electrical transformer which affected their pumping capacity. The replacement of this transformer by the water company is expected to take place the week of 24 February. As of Tuesday morning, Allied reports that the compound water pressure is at a stable condition and should remain that way barring any additional loss of incoming water pressure. Allied will continue to monitor this problem closely for future developments. As of this writing, the pressure has been stabilized with no problems and is back to normal. [REDACTED]

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d. On Wednesday, 18 February, minor damages were incurred to a Mail and Courier Branch postal van when it struck the front fender of a privately owned vehicle on M Street, NW. No personal injuries were sustained. [REDACTED]

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e. The Disposal Section of Building Services destroyed 52,100 pounds from the Headquarters Building and 79,620 from outlying buildings. A total of 7,000 pounds were destroyed in the Hammermill. [REDACTED]

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f. On 21 February, 80 workstations of Corry Jamestown furniture were installed in GE 47 for Office of Information Resources. On the same day, 14 workstations were removed from 2C23 for DI/ACIS and 19 workstations of Corry Jamestown furniture were installed. [REDACTED]

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g. A total of 219 pieces of PTI furniture was collected by Services Section, and a total of 412 manhours were expended during the week. [REDACTED]

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h. Allied Maintenance expended 480 hours of manpower this past weekend to clear the Headquarters compound of snow and felled trees. The vending machines on the Headquarters Building were not in service on Monday because of the snow and as a result there was a shortage of snacks and change in the change machines. Twenty-four ready to eat meal (rations) were provided for the Security Protective Officers. [REDACTED]

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i. There was a domestic water outage in the P&PD Building on Saturday, 21 February from 0600 to 2400 hours. The purpose of this outage was to permit installation of a pressure regulatory valve to reduce excess pressure. The outage and work was accomplished without difficulty. [REDACTED]

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j. On Wednesday, 18 February, the Passenger Vehicle Section moved 137 passengers in support of Black History Week activities in the Headquarters Auditorium. Five chartered buses transported 97 passengers and the Agency shuttle transported 40. [REDACTED]

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k. During the past week, a total of 6,205 passengers were transported by the Passenger Vehicle Section of the Motor Pool. [REDACTED]

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3. Upcoming Events:

a. The Passenger Vehicle Section has advance requirements to transport 979 passenger during the upcoming week. [redacted]

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4. Management Activities and Concerns:

a. Personnel -

New	[redacted]	M&CB	2/20/87	25X1
		MS	2/06/87	
		HCS	2/24/87	
		BSB	2/24/87	
Depart	[redacted]	M&CB to OF	2/20/87	

[redacted] Chief
Facilities Management Division, OL

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
17 February 1987 - 23 February 1987

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

* A. On Friday, 20 February, two members of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives from the Directorate of Operations, Administrative Staff (DDO/AS) and Information Management Staff (DO/IMS) who are conducting research, review, and compilation of information being presented to several committees involved in the investigation of the Iranian Arms Sales and the Contra Aid Monetary Transfers. To meet this requirement, DO has requested immediate placement of a high speed, large volume copier to handle the massive volume of paperwork being declassified and processed by IMS. P&PD is in the process of determining which make and model copier would best suit the needs of the requestor, as well as which vendor can most rapidly accommodate this priority request. In the interim, the Bindery and Reproduction Center, P&PD will provide temporary support for the larger jobs being generated by IMS. []

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B. Due to programming problems, magnetic tapes created by the Office of Information Technology for the bi-weekly payroll application will be received late by the Office of Logistics, Printing and Photography Division (OL/P&PD). This delay will contribute to the use of extra overtime to meet the scheduled due date on Monday, 3 March. []

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* C. The Office of Logistics, Printing and Photography Division (OL/P&PD) responded to an urgent request from the Office of General Counsel (OGC) over the weekend to produce one copy each of approximately 5,000 documents of various sizes. The requirements for this task specified that each copy had to match the original in size and if more than one page, the copy had to be bound the same as the original. In addition, all documents had to be returned to their original state. Production time for the OGC task totaled 30 hours, and delivery of the product was accomplished at 1100 hours on Sunday, 22 February. []

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* D. The Office of Logistics, Printing and Photography Division

(OL/P&PD) provided a variety of support to the Directorate of Science & Technology (DS&T) during this past week in the Agency Auditorium. The support was to help prepare for and assist representatives of the DS&T for their 25th Anniversary. On 19 February, there was a ceremony in the Auditorium at which the Acting Director of Central Intelligence, Mr. Robert Gates, presented awards to four former DS&T Directors and a special award to the current Director, Mr. R. E. Hineman. On Saturday, 21 February, DS&T held a family day in the Agency Auditorium featuring a light show and a 15 projector slide/movie presentation depicting the DS&T in historical perspective. The show was presented twice for employees and family members of the DS&T. [REDACTED]

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E. On Friday, 20 February 1987, representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with two representatives of the DICOMED Corporation to review a proposal for development of an integrated computer graphic production network. The purpose of this network is to enhance the operation and control of P&PD's computer graphic activity and expand the availability of DICOMED production equipment Agency-wide. Included in this proposal were cost estimates, timetables for implementation and a discussion of servicing requirements. P&PD is currently assessing this proposal. [REDACTED]

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III. Significant Events Anticipated During the Coming Week:

LDIG Meeting: On Friday, 27 February 1987, the Office of Logistics, Printing and Photography Division (OL/P&PD) will host a meeting of the Laser Disk Interest Group in Headquarters Room 1A07 from 1015 to 1215. At this meeting Sony Corporation will demonstrate their newest entry into the optical disk field called the VIEW system. [REDACTED]

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WEEKLY REPORT FOR PROCUREMENT DIVISION
FOR PERIOD ENDING
24 FEBRUARY 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Procurement Division, Office of Logistics, concluded negotiations resulting in a CPAF contract in the amount of \$1,475,571 to Computer Sciences Corporation, COMIREX Automated Management System (CAMS) Integration contract. This contract will provide technical service for the Office of Information Technology, National Systems Group in support of the CAMS Processing Segment. [REDACTED]

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b. Procurement Division, Office of Logistics, completed negotiations on a cost plus fixed fee contract valued at \$369,654 with IBM. The definitized FY87 contract will provide continued support of performance analysis and capacity planning support to the System Performance and Evaluation Division of the Office of Information Technology (OIT). This analysis enables OIT to predict future requirements for computer system capacity. (U)

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c. Procurement Division, Office of Logistics, issued a delivery order to Cullinet Software Inc. for \$210,000. The five software packages, purchased on behalf of the Office of Information Technology and the Office of Logistics, is in support of Commercial Logistics Applications Software (CLAS) initiative to improve the Agency's procurement, inventory, budget, and payment activities by replacing existing data processing systems and becoming an integral part of the Agency Corporate Data Base. (U)

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C O N F I D E N T I A L

d. Procurement Division, Office of Logistics, has awarded a contract totaling \$100,000 to Cullinet Software, Incorporated. Performance subsequent to this contract provides education units which will be used by Agency personnel to attend courses offered by Cullinet on the new application software packages being purchased from Cullinet. [REDACTED]

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e. Procurement Division, Office of Logistics, has issued a purchase order to Technology Information Products Corporation renewing maintenance on the Data Catalog 2 Software used by the Network Systems Engineering Group, Office of Security. The subsequent FY87 renewal contract totals \$12,780. [REDACTED]

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f. Procurement Division, Office of Logistics, recently awarded a firm-fixed-price contract in the amount of \$35,400 to Xetron Corporation located in Cincinnati, Ohio. The contract provides for the acquisition of 12 Gold Buffer Digital Signal Processor Boards on behalf of the Office of SIGINT Operations, Systems Support Center, Field Support Branch. Delivery of all units is expected by 11 May 1987. [REDACTED]

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g. Procurement Division, Office of Logistics, is working with Logistics and Procurement Law Division (L&PLD) to determine the validity and possible effect of a patent infringement suit that has been filed against the United States Government, with the CIA named as a specific defendant, by Warner-Lambert Technologies, Inc. and Mcbain Instruments, Inc. A suit has also been filed against Bausch & Lomb for the same patent, which concerns stereomicroscopes. The Department of Justice has tasked L&PLD to determine the extent of activity and association with Bausch & Lomb as it relates to stereomicroscopes, whether the Agency had any contracts with the Plaintiffs for development of the patented item, and what administrative documentation has been filed with the Agency. Procurement Division is assisting in correlating the appropriate data to form usable information for defense of the government's position. [REDACTED]

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h. A member of Procurement Division, Office of Logistics, completed the five day pilot running of the Component Logistics Support Program held at the [REDACTED] on 11, 12, 13, 17, and 18 February. The program provided attendees with a high-level overview of Logistics principles and the application of those principles within the Office of Logistics and the Agency. Presentations were given in the following areas: Logistics Heritage, Agency Budget and Finance, Component Logistics Responsibilities, Coordinating/Requesting/Expediting Material Support, Component Administrative/Logistical Functions, Office

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Refurbishment and Relocations, Materials Handling and Transportation, Life Cycle Planning/Project Management, Contract Process Overview, and Acquisition Administration. Upon completion of the course, participants conducted reviews to assist in the long-term implementation of the program in the training of Office of Logistic personnel. [REDACTED]

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[REDACTED]

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j. Procurement Division, Office of Logistics has awarded a firm-fixed-price contract to Delta Electronics, Inc. on behalf of Foreign Broadcast Information Service, Field Engineering Division. The contract is in the amount of \$11,356 and provides

[REDACTED]

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k. Procurement Division, Office of Logistics is cooperating with the Office of Personnel in the development of additional sources to meet the recruitment advertising services needs of the Agency. The Office of Personnel plans to provide opportunities to two additional firms to develop advertising material, in addition to the firm of Stackig, Sanderson and White, which currently has a contract for those services. These efforts should assist in overcoming any barriers to competition that may exist by virtue of firms having inadequate knowledge and experience with the Agency culture and environment. [REDACTED]

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1. Progress Reports on Tasks Assigned by the Senior Management:

On 18 February 1987, Chief, New Building Project Office (NBPO), OL, briefed senior managers of the Office of Training and Education (OT&E) [redacted] on the New Headquarters Building (NHB), with emphasis on OT&E classroom space.. No major issues were raised. D/OT&E expressed his appreciation for NBPO's efforts to identify classroom space in the NHB notwithstanding that OT&E was late in providing requirements. C/NBPO also briefed approximately [redacted] employees on the NHB. [redacted]

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2. Major Events that Have Occurred During the Preceding Week:

a. A number of significant activities have occurred regarding the emergency generators and Load Management System (LMS). On 20 February 1987, four of the emergency generators were run in the automatic mode. Approximately eight megawatts of "normal" load in the Original Headquarters Building were carried by the generators during a simulated power failure. The units then synchronized back with Virginia Power and transferred the load back to commercial power without an outage. On Saturday, 21 February, a fifth generator was put into service. In addition, after extensive successful testing of the LMS, all 13.2KV circuit breakers were connected to the system. As a result of all of this work, we now have five emergency generators which, in the event of a power failure, will automatically start and automatically pick up loads in a preprogrammed sequence. [redacted]

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b. At the Bid Package 4 status meeting on 19 February 1987, the Bid Package 4 contractor established a goal to complete the Route 123 Visitor Control Center (VCC) on 28 February 1987. During the week, the Bid Package 4 contractor installed the glass and drywall for two guard booths, put the final coat of paint on the interior of the VCC, and began the installation of counter tops for the guard booths and the receptionist desk. Carpeting for the VCC will be delivered to the site on 27 February to be installed over the weekend. Once the VCC is completed, the PASS system, green line telephones, and wiring for the hydraulic vehicle barriers will be installed. [redacted]

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c. The Shirley Contracting Corporation, on contract to VDOT for the realignment of Routes 123/193, has placed two construction trailers on State land near the Scattergood-Thorne property. They continue to clear the median strip. Numerous shrubs, brush, and trees have been removed. [redacted]

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d. On 19 February, a subcontractor for Virginia Power damaged a small waterline near the construction entrance off Turkey Run Access Road. This damage occurred while the contractor was excavating for a new concrete

pad for a transformer which must be relocated to make room for the new guard house to be placed at that entrance. (The construction entrance will ultimately become the new employee entrance to West Lot.) The water line serves the Contel trailers located near the Motorpool. Repairs were completed on 20 February. [redacted]

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e. The New Building Project Office (NBPO), OL, has been concerned about the possible penetration of the copper shield in the New Headquarters Building by someone pushing a rod into the caulked joints between the precast panels. With the approval of Chief, Site Security, an NBPO engineer and the SH&G shielding inspector worked all day Saturday, 21 February, placing flexible metallic conduit into the joints between the precast panels. The conduit is in back of the relatively soft caulking and effectively blocks an attempt to penetrate the shield. [redacted]

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f. In February, the Office of Security named [redacted] Chief, Security Staff, New Building Project Office, OL. He replaced [redacted]

[redacted] who retired in January 1987. Jim is also acting Chief, Construction Security Staff, OS, in which capacity he will monitor all other Agency construction in this area, e.g., Reston. (J. [redacted])

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3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

[redacted]
Chief, New Building Project Office

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D/OL
C/FMD/OL

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 24 FEBRUARY 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) The first draft of the Bar Code Study for the Office of Logistics was received from General Electric on 20 Feb. 87. The study appears to present a comprehensive review of Office of Logistics functions in the divisions and staffs and makes numerous recommendations. The draft will be reviewed within DAS/TG for clarification, if necessary. Formal briefings on the study will be scheduled in early March. []

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B. Planning

(1) A dry run of the presentations and graphics for the upcoming OL Quarterly (26 & 27 February), was held at [] Building for review by the OL Front Office. Adjustments are being made this week based upon feedback from that session. []

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C. CLAS

(1) [] Conference: Twelve members of the CLAS project, including two OIT representatives and two OF representatives, met for two days [] (12 - 13 February), to finish implementation planning for CLAS. The two days were very successful and beneficial. The result will be a consolidated milestone chart for all of the teams. []

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(2) Other: Form 88's were prepared with Sole Source Justification for the procurement of four software packages from Cullinet Software, Inc. The form packages are Inventory Control, Bill of Materials, Order Entry, and Purchasing. The cost of these packages is \$168,000. Installation and training will commence in early March. []

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WEEKLY REPORT FOR PERIOD ENDING 24 FEBRUARY 1987

D. Records Management

(1) On 19 February, the RMO/OL and a representative from Supply Division met with the Information Review Officer, DA and other DA component representatives. The purpose of the meeting was to discuss the requests for documents from the Office of Independent Counsel on the Iran/Contra affair. Several items were identified as priority and were due COB 20 February 1987.

25X1 [REDACTED]

25X1 [REDACTED]

3. Significant Events Anticipated During the Coming Week

A. The OL Quarterly will be held at 10:00 A.M. on 26 February in the Headquarters Auditorium and at 10:00 A.M. on 27 February in 2C19 Page Building. [REDACTED]

B. The first meeting of the Scattergood-Thorne working group will be held on Friday, 27 February. The ADDA will kick-off the meeting and then the working group will examine and recommend various options for the proposed utilization of the Scattergood-Thorne site which was recently acquired by the Agency.

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4. Perspective of Staff Activities

25X1 [REDACTED]

26 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 25 February 1987 (U)

1. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. At the request of the DCI Admin Staff, the Office of Logistics (OL) assisted in moving Mr. Casey's personal effects to his residence in McLean on 19 February. (U)

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25X1 b. Representatives from OL presented the Headquarters Operations and Maintenance Coordinator, Ogden Allied Corporation, with the last quarter's award fee [redacted] This represents [redacted] percent of the total potential award fee pool for the quarter. The presentation took place at the Ogden Allied Headquarters in New York City on 19 and 20 February. The SSA/DDA attended the presentation. (U)

c. OL provided the following services in support of the DS&T's 25th anniversary celebration: (1) the Executive Dining Room hosted the reception held in the main lobby of the Headquarters Building for 700 Agency employees and guests; and (2) five chartered buses for outlying buildings and shuttlebus service from West Parking Lot was provided to transport employees to the Headquarters Auditorium for the S&T ceremony. (U)

In addition, Facilities Management Division/OL and Ogden Allied supported the DS&T Family Visitation Day on 21 February which was attended by over 400 people. (U)

d. The OL Motor Pool transported 137 passengers in support of Black History Week activities held in the Headquarters Auditorium. Five chartered buses, as well as the Agency shuttle service was provided for this effort. (U)

e. On 18 February, the Chief, New Building Project Office/OL briefed senior managers of the Office of Training and Education (OTE) on the New Headquarters Building, with emphasis on OTE classroom space. (U/AIUO)

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* g. Representatives from the Printing and Photography Division/OL met with personnel from the Administrative Staff and the Management Staff of the Directorate of Operations, who are conducting research, reviewing, and compiling information to be presented to several committees involved in the investigation of the Iranian arms sales and the Contra aid monetary transfers. The DO has requested an immediate placement of a high-speed, large-volume copier for this effort. P&PD is processing this request on a priority basis, but in the interim will provide support to DO. [REDACTED]

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h. The Procurement Division/OL (PD/OL) is working with the Logistics and Procurement Law Division/OGC (L&PLD) to determine the validity and possible effect of a patent infringement suit that has been filed against the United States Government, with the CIA named as a specific defendant, by Warner-Lambert Technologies, Inc., and McBain Instruments, Inc. A suit has also been filed against Bausch and Lomb alleging infringement of the same patent, which concerns stereomicroscopes. The Department of Justice has tasked L&PLD to determine the extent of the Agency's activity and association with Bausch and Lomb as it relates to stereomicroscopes; whether the Agency had any contracts with the Plaintiffs for development of the patented item; and what administrative documentation has been filed with the Agency. PD/OL is assisting in correlating the appropriate data to use for defense of the government's position. [REDACTED]

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* i. The Procurement Division/OL negotiated a modification to an existing contract with Datotek, Inc., of Dallas, Texas, in the amount of \$162,903 for eight data encryption sets, four printers, four data modems, and 11 portable voice privacy sets. This requirement is in support of the Office of Communications and the Central American Task Force. [REDACTED]

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* 1. OL reports that, on 1 March, the GSA Federal Protective Officers (FPO's) assigned to [redacted] will be replaced by Security Protective Officers (SPO's) from the Office of Security. The SPO's will arrive [redacted] for a week's overlap with the FPO's. The SPO's will wear uniforms similar to those of the FPO's and will be armed during their tenure of duty. [redacted]

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p. The OL Quarterly was held in the Headquarters Auditorium on 26 February, at which time Mr. Donnelly presented Employee of the Quarter awards to eight deserving OL careerists. The Quarterly will be repeated on 27 February at the [redacted] for those OL employees in the outlying buildings. [redacted]

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3. Significant Events Anticipated During the Coming Week:

OL will conduct the third running of the Wage Grade Midcareer Course from 2 to 11 March for a class of 14 students. [redacted]

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John M. Ray

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k. Construction activity [redacted]

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[redacted] is still progressing approximately on schedule despite the inclement weather. Pouring of the concrete pile caps has been completed, and the contractor is currently working on construction of forms for the grade beams and floor slab. If the weather improves, pouring of the grade beams could begin the week of 23 February 1987. Concurrently, the contractor is working on excavation for the storm sewers and drains. [redacted]

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Significant Events Anticipated During the Coming Week

a. The Deputy Director for Administration will be briefed on the Worldwide Transportation Study on 26 February.

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d. The [redacted] is making preparations to receive the second consignment of conserv-a-files ultimately destined for the new Headquarters Building. This shipment, like the first delivery, will consist of 208 files and is tentatively scheduled for delivery o/a 27 February, 1987. When received, the files will be banded and palletized and relocated [redacted] for long term storage. The third and final shipment of conserv-a-files for the new Headquarters Building is tentatively scheduled for 27 March, 1987. [redacted]

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S E C R E T

e. The end of an era will develop on 1 March 1987 when The
 Federal Protective Officers (FPO's) assigned to the [redacted] 25X1
 [redacted] by the General Services Administration (GSA) 25X1
 will relinquish their responsibilities to the Security Protective
 Officers (SPO's) from the Agency's Office of Security. During the
 week of 23 February 1987 the SPO's will arrive [redacted] for an overlap 25X1
 with the GSA FPO's prior to the formal transfer. Based on an
 agreement with the Office of Security, the SPO's will wear uniforms
 similar to the FPO's and will be armed during their tenure of duty.

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Significant Events week ending 21 February 1987

The first periodic meeting of the [redacted] 25X1
 [redacted] Executive Planning Committee met on Friday, 20 February 1987 25X1
 to discuss the reorganization of [redacted] plans for occupancy of the 25X1
 additional buildings [redacted] contracting out for additional 25X1
 personnel to operate [redacted] in the future, cargo and materiel handling 25X1
 within [redacted] and maintenance and operations for [redacted] The committee 25X1
 found the meeting to be very useful to plan for [redacted] support to
 Agency operations both short-range and long-range. A detailed
 memorandum for the record is being prepared, and future meetings are
 planned to be held at least on a bi-weekly basis and more often
 whenever the situation warrants more frequent discussions. [redacted] 25X1

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27 February 1987DD/L
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MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 27 February 1987

✓ 1. On 1 March, Security Protective Officers from the Office of Security (OS) will replace the GSA Federal Protective Officers assigned to the

[REDACTED]

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✓ [REDACTED]

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3. The Office of Information Technology (OIT) participated in a Critical Design Review (CDR) for the Interbuilding Communications Segment of the New Building program. The CDR marks the completion of the design phase of the segment which provides for communications connectivity between the original and New Headquarters buildings.

4. OIT has completed development of the Performance and Capacity Monitor system for use on the Agency's VAX-based communications systems. Installation of the system will represent a milestone in the development of a measurement and capacity planning capability for the Agency's communications systems.

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ALL PORTIONS SECRET

[REDACTED]

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6. Tests of the communications network for Defense Intelligence Agency (DIA) overseas access to DESIST have indicated severe performance problems. On many occasions, problems with line integrity have caused inconsistent display of data. OIT has expressed concern to the Counterterrorist Center and DIA on how useful access to DESIST will be for customers if these problems are not corrected.

7. On 24 February OS physical, TEMPEST, and computer security representatives met with members of the Senate Select Committee on Secret Military Assistance to Iran and the Nicaraguan Opposition and provided prerequisite guidance for certifying the Select Committee's facility as a Special Compartmented Information Facility (SCIF). OS determined that TEMPEST-compliant equipment must be used for processing SCI material or, if non-TEMPEST equipment were procured, it would be placed in the facility's

9. A University of Michigan official contacted the Office of Personnel stating concern that numbers of protesting students have grown so large they are no longer "very containable." As a result, we will be conducting recruitment interviews off campus.

10. On 20 February the Office of Training and Education arranged a visit to Headquarters and set up directorate-level briefings for 36 Military Attaches-designate. Their visit concluded with a luncheon "elicitation exercise" hosted by the Chief, Policy Control Staff, and 20 DO officers drawn from the regional divisions.

13. The Office of Finance and OIT achieved the initial operating capability for the automated, on-line Electronic Time and Attendance Reporting System for recording payroll and leave information for the pay period ending 28 February 1987. The initial implementation involved cases in OIT. Additional Agency-wide components will be phased in as rapidly as training of employees and terminal availability permit.

William F. Donnelly

S E C R E T

S E C R E T

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 25 February 1987

I. Status of Tasks Assigned by Senior Management:

NONE

II. Major Events That Have Occurred During the Preceding Week:

A. Supply Management Branch's, Supply Division,
Intelligent Communications Terminal (ICT) link [redacted] 25X1
[redacted] has been out of service for over a week. Office of
Information Technology (OIT) personnel located and repaired a
circuit problem [redacted] but now 25X1
they indicate there is another problem on the [redacted] 25X1
circuit. OIT is continuing to work the problem and, hopefully,
the ICT will be back in service soon. [redacted] 25X1
[redacted] 25X1

C. On 19 February 1987, the final version of the Forms
Catalog for Field Use Only was sent to the Forms Manager of the
Supply Management Branch, Supply Division, for review and
comment. [redacted] of the Information Resource Management
Division, Office of Information Services, advises that the
catalog, when completed, will be available to the field in
microfiche only. This is mandated by the Directorate of
Operations because of the destruction properties of
microfiche. This catalog has not been revised since 1981. [redacted] 25X1
[redacted] 25X1

v. 2
E. A pilot running of the Component Logistics Support Program course concluded 18 February. This course had been under development over a year by the New Initiatives Training Review Panel. Twelve employees from various divisions attended and were able to offer suggestions for making the course more effective. [REDACTED]

25X1

F. The Deputy Chief, Interdepartmental Support Branch, SD/OL, was TDY to DCI Admin last week, and a member of the Operations Support Branch, SD/OL, is TDY to DCI Admin this week to assist with general logistical duties required as a result of investigative teams and the transition of DCI's. [REDACTED]
[REDACTED]

25X1

25X1

G. The Deputy Chief, Operations Support Branch, represented the Supply Division on a visitation to the Foreign Networks Division, Office of Communications, on Thursday, 19 February. Discussions were held with all Logistics employees. This visit is part of an ongoing MBO effort to improve communications with operating components. [REDACTED]
[REDACTED]

25X1

25X1

25X1

IV. MANAGEMENT ACTIVITIES and CONCERNS:

None

25X1

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